Equitable Recruitment & Selection - EE Facilitator Checklist

Preparation for the Search Process

- Consulted with the Chair/Hiring Manager to consider Workforce Gaps at the start of the search/selection process.
- The Search/Selection Committee had the suggested level of representation from members of equity seeking groups i.e. at least 30% of the membership represented by women and at least one, and preferably two, members who represent indigenous and/or racialized communities.
- Committee members received Equitable Recruitment & Search/Selection Committee Training.
- Committee established Evaluation Criteria and developed an Assessment Rubric prior to finalizing the job placement.

Assessment of Applicants

- Evaluation Criteria/Assessment Rubric was applied at the Initial Resume Screening stage.
- An EDI Assessment/Gap Analysis was considered at the Viable Applicant Stage.
- If applicable, candidates were brought forward for a "second look" at the Viable Applicant stage.
- An EDI Assessment/Gap Analysis was considered at the Long List stage.
- If applicable, candidates were brought forward for a "second look" at the Long List stage.
- An EDI Assessment/Gap Analysis was considered at the Short List stage.
- If applicable, candidates were brought forward for a "second look" at the Short List stage.

Interviews & Associated Activities

- Requests for accommodation, if any, were reviewed.
- Equitable Recruitment & Selection Best practices were applied at the Interview stage (e.g. large print copies of the interview questions were provided to candidates etc.).
- Evaluation Criteria/Assessment Rubric was consistently applied for all candidates at the interview and any additional assessment stage, if applicable.

Selection

- Applicant Self-ID data was taken into consideration at the final selection stage (not applicable if there was only one Candidate in the Zone of Excellence).

Committee Membership

- Committee members followed the Search Committee Guiding Intentions throughout the Search process.
**Accountability (Faculty Hires Only)**

- The Search Committee Chair has completed the [Search Summary Form](#).
- The Search Summary Form has been reviewed and endorsed by the Dean.
- A copy of the Search Summary Form has been included in the Recommendation package.
- The Search Summary Form has also been submitted in Mosaic (See [Instructional Guide](#)).

**EEF Program Evaluation**

- The Employment Equity Facilitator has completed the [Equitable Recruitment & Search/Selection Feedback Survey](#).
- The Search Committee Chair has completed the [Equitable Recruitment & Search/Selection Feedback Survey](#).

**For more information, please review available resources below:**

- [Best Practices for Inclusive Excellence in Hiring](#)
- [Hiring and Recruitment Resources](#)
- [SPS-A1 Resources](#)

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1 or Designated Leader in Faculty of Health Sciences only